

Print on your letterhead

May 17, 2001

Your Insurance Company
Street Address
City, State Zip

Re: Policy numbers XXXXX, YYYYY & ZZZZZ and all policies for Your Firm's Name

Dear Sir/Madam:

Please send me detailed loss runs for the above referenced policies for the most current and preceding five years, if appropriate.

Also include a detailed description of each claim, including the dollar amount of any paid claims, the amount reserved for each claim, and the appropriate dates.

Your prompt response is greatly appreciated.

Sincerely,